



## Transportation Improvement Board (TIB) Consultant Selection Requirements

Local agencies are required to advertise and select a consultant to provide engineering services in accordance with Revised Code of Washington (RCW) Chapter 39.80 "Contracts for Architectural and Engineering Services". To ensure compliance with the RCW, the Transportation Improvement Board (TIB) is directing agencies to solicit for consultant services on projects that include TIB funding in the following manner.

### METHOD OF ADVERTISEMENT

The agency can advertise for consultant services in two ways:

1. Advertise for professional engineering services for a specific project;
2. Publish a general announcement outlining the projected need for professional engineering services to establish a roster of consultants. The consultants on the roster are eligible to provide services for TIB-funded projects.

Samples for each type of advertisement appear on pages 4 and 5.

### REQUIREMENTS OF THE ADVERTISEMENT

Include the components of projected work in the advertisement (i.e. plans and specifications development, right of way appraisal, construction management). If you would like the advertisement reviewed by TIB staff, fax or email the ad to your TIB Project Engineer **prior** to publishing.

Publish the advertisement a minimum of two consecutive weeks in a regional newspaper(s). The distribution of the newspaper(s) should be wide enough in range to encourage open competition. Local agencies must advertise for consulting services a minimum of every two years.

### EVALUATION OF APPLICANTS

Evaluate **all** statements of qualifications using a predetermined set of criteria. The TIB can provide an Evaluation Matrix with suggested criteria.

Interview the top three applicants. Conduct interviews by telephone or in person.

- TIB encourages personal interviews instead of telephone contacts.
- Use the TIB Consultant Evaluation Worksheet included with this package or similar matrix to score each applicant.
- Pose the same questions to each interviewee. Use the TIB Consultant Selection Sample Questions shown on page 3 or your own set of questions.

The highest scoring applicant should be the one selected to provide engineering services for the TIB-funded project.

## **CONSULTANT SELECTION FILE**

The city must maintain the following information:

- The names of a minimum of three consultants considered who provide services for the type of work being considered.
- The method of consideration (e.g. phone call, letter, personal interview, personal knowledge of consultant qualification, or from their current brochures)
- Name of consultant selected and reason for this selection over the others considered. The selected consultant should be informed that TIB funds are involved and that any negotiation of a satisfactory agreement may be subject to the approval of the TIB director.

Include a statement that the consultant has qualified personnel and adequate staff to do the work within the time limit specified by the local agency. The firm must include professional engineers registered in the state of Washington.

## **NEGOTIATIONS**

1. The agency may notify the consultant of his selection after completion of the consultant selection procedure. The agency can invite the selected consultant to submit a proposal.
2. Furnish the consultant with a detailed job description. The consultant estimates of man-hours, rates of pay, overhead, profit and itemized non-salary costs are based on his/her work force and past job experience.



## Transportation Improvement Board (TIB) Consultant Selection Sample Questions

Firm \_\_\_\_\_

Date & Time \_\_\_\_\_

1. Discuss your experience working with small cities.
2. Discuss your knowledge of and experience with TIB-funded projects.
3. Does your staff include professional engineers registered in the state of Washington?
4. Discuss your firm's business philosophy.
5. Discuss how your firm administers projects with small cities.
6. Comment on the proposed scope and budget of the project.
7. Comment on the project schedule.
8. Discuss the attributes and qualities of your firm that make you the best candidate.

# Specific Project Engineering Services Advertisement Sample

The City of \_\_\_\_\_ is requesting Statements of Qualifications from consulting engineering firms to develop plans, specifications, estimates, and if performance is satisfactory, provide construction engineering for the following project.

Transportation Improvement Board (TIB) Funded Project

---

The work will consist of the items shown under Scope of Work. The construction phase will not be part of the design engineering agreement. Negotiation of construction engineering services will occur when design phase is near completion and will require a separate agreement.

The Scope of Work includes the following items:

The city will use a two-step process for selecting a consultant.

**Step 1:** Evaluate all Statements of Qualifications and select up to three consultants to submit proposals.

**Step 2:** Evaluate consultant proposals and conduct an interview prior to selection.

Compliance with State of Washington licensing and registration laws will be a requirement in consultant selection.

Submit a Statement of Qualifications to:

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Closing Date  
and Time \_\_\_\_\_

# Engineering Services Advertisement Sample

The City of \_\_\_\_\_ is requesting Statements of Qualification from consulting engineering firms to provide the City with a roster for engineering services with respect to projects planned for 20\_\_\_\_\_ through 20\_\_\_\_\_.

Projects planned for this period include:

- Transportation Improvement Board (TIB) funded project(s)
- 
- 
- 
- 

Consulting work may include:

Development of plans, specifications and estimates, planning, right of way appraisal, construction inspection and construction management

The City published this request in accordance with the requirements of RCW 39.80. Contract negotiations with selected firms will be accomplished in accordance with RCW 39.80.

The City of \_\_\_\_\_ reserves the right to select different consulting firms for projects based on experience and qualifications.

Submit a Statement of Qualifications to:

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Closing Date  
and Time \_\_\_\_\_



- ❑ Short List Selection
- ❑ Final Selection

Date

## Consulting Firms

## Comments

[illegible]